



Project Coordinator I

Details

Job ID : 351

Title : Project Coordinator I

Job Code : 913

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Budget and Policy - Capital Construction

Purpose

RESPONSIBLE FOR OVERSEEING AND MANAGING NEW CONSTRUCTION OR RENOVATION PROJECTS.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 3 Years of Related Experience

Job Required Knowledge

- 4 YEAR DEGREE MUST BE IN A CONSTRUCTION RELATED FIELD
- 3 YEARS OF EXPERIENCE MUST BE IN CONSTRUCTION, CONSTRUCTION MANAGEMENT, OR RELATED DESIGN FIELD

Job Skills/Abilities

- EXPERTISE IN DESIGN CONTRACT DOCUMENTS
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE
- ABILITY TO CLIMB, BEND AND STOOP

Job Duties

- COORDINATE NEW CONSTRUCTION PROJECTS
- MANAGES RENOVATION PROJECTS
- REVIEW BUILDING DESIGNS AND SPECIFICATIONS
- ATTEND MONTHLY/WEEKLY MEETINGS ON CONSTRUCTION SITES
- ATTEND PROJECT DEVELOPMENT BOARD MEETINGS
- ASSISTS COURT OFFICIALS, COUNTY OFFICIALS, AND PROFESSIONAL SERVICE PROVIDERS IN RESOLVING ISSUES
- OTHER DUTIES AS ASSIGNED